

**國立高雄餐旅大學研究所休學生、尚未註冊新生圖書館借書證申請辦法**  
Regulations for Library Borrowing Cards for NKUHT Graduate Students on Leave and  
Unregistered New Students

112年8月9日本校第512次行政會議審議通過

Date of Approval:

Approved during the 512th Administrative Council Meeting of our school on August 9, 2023

第一條 為服務國立高雄餐旅大學(以下簡稱本校)研究所尚未註冊新生，與便利本校已辦理休學之研究所學生，借用本校圖書館(以下簡稱本館)館藏撰寫學位論文，特訂定本校「研究所休學生、尚未註冊新生圖書館借書證申請辦法」(以下簡稱本辦法)。

Article 1:

In order to serve NKUHT graduate students who have not yet registered and to facilitate the use of the library's collection for thesis writing by students who are already on leave, these "Regulations for Library Borrowing Cards for NKUHT Graduate Students on Leave and Unregistered New Students" are hereby established.

第二條 本校尚未註冊之研究所新生，得依以下流程親自向本館申請辦理「臨時圖書館借書證」：

一、憑有效錄取證明文件及一寸半身照片乙張，填寫本校「研究所尚未註冊新生圖書館借書證申請單」(另訂之)。

二、繳交保證金新臺幣貳仟元整。

借書證有效日期至當年度九月三十日，於學生證發放後，臨時借書證需繳回本館，並依此辦理保證金退還程序。

Article 2:

Newly enrolled graduate students who have not yet registered can apply for a "Temporary Library Borrowing Card" by following the procedure outlined below in person:

(1) Fill out the "Application Form for Library Borrowing Card for Unregistered Graduate Students" (provided separately) with valid admission documents and a 1-inch photo.

(2) Pay a security deposit of NT\$2,000.

**The validity period of the library borrowing card extends until September 30th of the current academic year. Following the issuance of the student ID card, the temporary borrowing card must be returned to the library. Subsequently, the procedure for refunding the security deposit will be carried out in accordance with this requirement.**

第三條 臨時借書證若遺失，應立即至本館辦理暫停借書手續，以防他人冒用。如發生冒用情事，被冒用者責任自負，冒用者依本校相關規定議處或移送法辦。如臨時借書證遺失或損壞，須申請補發並繳交工本費新臺幣壹佰元整。

### Article 3:

In case of loss of the "Temporary Library Borrowing Card," it should be reported immediately to the library to suspend borrowing privileges and prevent unauthorized use. If the card is used by someone else, the user will be held responsible. The library will take appropriate actions as per university regulations or involve law enforcement agencies. In case of loss or damage to the card, an application for reissuance must be submitted along with a processing fee of NT\$100.

第四條 本校已辦理休學之研究所學生，得依以下流程親自向本館申請休學生借書：

- 一、憑休學申請書，填寫本校「研究所休學生圖書館借書證申請單」(另訂之)。
- 二、每學期繳交使用費新臺幣伍佰元整(或每學年繳交使用費新臺幣壹仟元整)。
- 三、繳交保證金新臺幣貳仟元整，或是經指導教授、所辦公室簽章核可。

借還書及電子資源等服務之有效日期截至使用費繳交之該學期止，期滿且無違規事項可續辦，本館保留核准之權利，中途終止者不得主張退還使用費。學生復學或退學時，須自行告知本館，以回復原借書權益，並依此辦理保證金退還程序。

### Article 4:

Graduate students who are on leave can personally apply for borrowing privileges following the procedure outlined below:

- (1) Fill out the "Application Form for Library Borrowing Card for Graduate Students on Leave" (provided separately) with a certificate of suspension.
- (2) Pay a usage fee of NT\$500 per semester (or NT\$1,000 per academic year).
- (3) Pay a security deposit of NT\$2,000 or obtain approval through the signature of the advisor and department office.

第五條 借閱相關規定：

- 一、凡限館內閱覽之資料，概不外借。
- 二、不提供館際合作服務，包含文獻傳遞服務、借書及合作館圖書借書證。
- 三、借書冊數及期限為5冊28天，借書期滿後得辦理續借，亦得預約圖書，但不得借用討論室。
- 四、逾期罰款金額累計逾保證金額度時，本館得沒收保證金並取消借書權利，所借圖書依法定程序催還。
- 五、其餘借還書等相關規定，悉依本校「圖書館借閱圖書資料規則」規定辦理。如有損毀、遺失賠償等，依本校「圖書館圖書損毀、遺失賠償要點」規定辦理。

### Article 5:

Borrowing regulations:

- (1) Materials labeled for "In Library Use Only" are not available for loan.
- (2) Interlibrary loan services, including document delivery, book borrowing, and cooperative library borrowing cards, are not provided.
- (3) The borrowing limit is 5 items for a duration of 28 days. Renewals and reservations

are allowed, but discussion rooms cannot be reserved.

(4) When overdue fines exceed the deposit amount, the library may revoke borrowing privileges and initiate procedures to reclaim borrowed items.

(5) Other borrowing and returning regulations are governed by the "Library Borrowing Rules for Library Materials" of the university. Compensation for damage, loss, etc., follows the "Library Materials Damage and Loss Compensation Guidelines" of the university.

第六條 辦理保證金退還時，須填寫本校「圖書館借書證保證金申退申請表暨領款收據」（另訂之），附上收據（當時辦證之保證金收據）、身份證影本、銀行或郵局存簿封面影本乙份等文件據以辦理，保證金無息退還，由本校匯入帳戶，恕無法退還現金。

Article 6:

To apply for a refund of the security deposit, fill out the "Library Borrowing Card Security Deposit Refund Application Form" (provided separately), and attach the original deposit receipt, photocopy of identification, and bank or postal passbook cover photocopy. The security deposit will be refunded without interest, directly to the account.

第七條 本辦法經圖書諮詢委員會及行政會議審議通過，陳請校長核定後公布實施；修正時亦同。

Article 7:

These regulations have been reviewed and approved by the Library Advisory Committee and the Administrative Council. They shall be published and implemented upon approval by the President. The same process applies to any amendments.

本規章負責單位：圖書資訊處圖書服務組

**Responsible Unit: Library Services Section, Library and Information Services Office**